



**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

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AUDITOR-CONTROLLER

February 23, 2007

TO: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley *tm*  
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – AFFIRMATIVE  
ACTION GROUP HOME**

We have completed a review of Affirmative Action Group Home (Group Home or Agency) operated by Affirmative Action, Incorporated. The Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Affirmative Action Group Home is a six-bed facility, which provides care for boys ages 14-17 years who exhibit behavioral, social, and emotional difficulties. At the time of the monitoring visit, Affirmative Action Group Home was providing services for six Los Angeles County DCFS children.

Affirmative Action Group Home is located in the Fourth District.

**Scope of Review**

The purpose of the review is to determine whether the Agency is providing the services as outlined in their Program Statement. Additionally, the review covers basic child safety and licensing issues and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection, and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program services provided by the Agency and to ensure adherence to the Foster Youth Bill of Rights.

*"To Enrich Lives Through Effective and Caring Service"*

### **Summary of Findings**

Generally, the Agency is providing the treatment services as outlined in their Program Statement. The Agency needs to address several deficient areas.

Affirmative Action Group Home needs to clean the kitchen stove and oven, the walls, ceiling and ceiling fan in the back bedroom, and the window coverings in the TV room. They also need to clean or replace the kitchen window screen, repair the bathroom cabinet, remove the bed blocking the door in the middle bedroom, maintain current and comprehensive Needs and Services Plans that include short and long term goals, and include the placement worker and input from the child in the development and update of the Needs and Services Plans.

Attached is a detailed report of the review.

### **Review of Report**

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me or have your staff contact Mike Pirolo at (626) 293-1110.

JTM:MP:CC:bg  
[http://auditor.co.la.ca.us/group\\_home.asp](http://auditor.co.la.ca.us/group_home.asp)

### **Attachments**

c: David E. Janssen, Chief Administrative Officer  
Patricia S. Ploehn, Director, DCFS  
Robert B. Taylor, Chief Probation Officer  
Stan Allotey, Executive Director, Affirmative Action  
Public Information Office  
Audit Committee

**Affirmative Action Group Home  
240 East Allington Street  
Long Beach, California 90805  
Phone: (562) 428-814  
License Number: 191601445  
Rate Classification Level: 8**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Affirmative Action Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

Overall the interior of the Group Home is well maintained. The common quarters are neat. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the kitchen window screen and the stove and oven are dirty. In the back bathroom, the cabinet is broken. The window coverings in the TV room are dirty.

Generally, children's bedrooms are well maintained. The rooms are orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. However, in the middle bedroom, one of the beds is blocking the door. In the back bedroom, the walls, ceiling, and ceiling fan are dirty. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**1. Affirmative Action Group Home management:**

- a. Clean or replace the kitchen window screen.**
- b. Clean the stove and oven.**
- c. Repair the bathroom cabinet in the back bathroom.**

- d. Clean the window coverings in the TV room.**
- e. Move the bed blocking the door in the middle bedroom.**
- f. Clean the walls, ceiling, and ceiling fan in the back bedroom.**

## **II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

### **Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The placement workers and input from the child are not included in the development and update of the Needs and Services Plans (NSPs). The NSPs are not current, comprehensive and do not include short and long-term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

### **Recommendations**

#### **2. Affirmative Action Group Home management:**

- a. Include input from the placement workers and the child in the development and update of the Needs and Services Plans.**
- b. Maintain Needs and Services Plans that are current, comprehensive and include short and long term goals for all children.**

## **III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

### **Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendations**

**There are no recommendations for this section.**

**IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

**Recommendations**

**There are no recommendations for this section.**

**V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

**Recommendations**

**There are no recommendations for this section.**

## **VI. Personal Rights**

### **Method of assessment – Interviews with children**

#### **Sample size for interviews: Two**

#### **Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

### **Recommendations**

**There are no recommendations for this section.**

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

#### **Sample size for interviews: Two**

#### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. The children are also encouraged and assisted in creating and maintaining photo albums/life books.

**Recommendations**

**There are no recommendations for this section.**

**Affirmative Action Development Center**  
**240 East Allington Street**  
**Long Beach, California 90805**  
**Phone: (562) 428-8140**  
**License Number: 191601445**  
**Rate Classification: Level 8**

**CORRECTIVE ACTION PLAN**  
**FOR**  
**MONITORING REVIEW DATED APRIL 19, 2006**

**I. Facility and Environment**

In response to the observations noted during the monitoring visit on April 19, 2006 regarding our group home facility and environment, the following corrective actions were immediately taken:

- (a) The kitchen window screen was cleaned. The noted window screen is now clean and will be maintained in a clean and well kept manner from now on. The facility manager will be responsible for monitoring the condition of all windows and subsequent screens throughout the facility.
- (b) The stove and the oven was cleaned. The stove and oven will be maintained clean on a daily basis. Any needed repairs will be immediately notified to the facility manager for correction and implementation of the correction. The Child Care Worker's who prepare the meals will be responsible for cleaning the stove and oven, and ensuring that the stove is clean at all times during their schedule work shifts. The facility manager will be responsible for monitoring continued compliance in this area.
- (c) The bathroom cabinet in the back bathroom was repaired. The facility manager will be responsible for monitoring good working condition of all bathrooms facilities and cabinets located within them. It will be their responsibility to report any needed repairs immediately to the administrator and/or licensee for repair or replacement. This plan will be implemented to include daily inspection of each bathroom for compliance in this area.
- (d) All window coverings in the TV room were washed clean. The Child Care Worker on duty will be responsible for ensuring that the window covering are clean and well maintained during their respective shifts. If any condition other than cleaning is necessary the staff is directed to immediately notified the facility manager for repairs, or possible replacement of window covering. The window covering will be checked daily by on-duty child care workers for cleanliness and good condition. The facility manager will be responsible for monitoring continued compliance in this area.



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Affirmative Action Development Center - Corrective Action Plan

(e) The bed that was blocking the middle bedroom was rearranged and the door freely opens. The Child Care on duty will check the bedrooms daily, to ensure that no bed or any object is blocking any doorway. The facility manager will be responsible for monitoring continued compliance in this area.

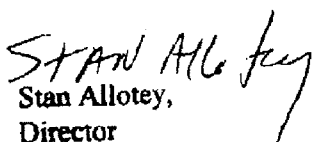
(f) The walls, ceiling, and ceiling fan in the back bedroom were all washed clean and painted. The child care worker on duty will inspect the walls, ceilings, and overhead fans for cleanliness and good working condition. Staff will wipe the walls during general daily cleaning, however, the facility manager will recommend the need for painting and ceiling fan cleaning to the administrator and/or licensee to contract independent contractors to ensure compliance in this area.

## II. Program Services

In response to the observations noted during the monitoring visit on April 19, 2006 regarding our group home program services, the following corrective actions were immediately taken:

(a) Updated Needs and Services Plans will include input from the placement workers and the child in development. Affirmative Action's social worker will be responsible for ensuring that the CSW and child in placement input is included, and verify their input by signing the updated document. The program administrator will work closely with Affirmative Action's social worker to ensure compliance in these areas.

(b) All Needs and Services Plans will be current, comprehensive, and include short and long term goals for all children. A new treatment team member, Kamila Comprehensive Health Center will be providing these services. The program administrator will work closely with Affirmative Action's social worker to ensure compliance in these areas.

  
Stan Allotey,  
Director

June 8, 2006

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**AFFIRMATIVE ACTION**  
**240 E ALLINGTON ST**  
**LONG BEACH, CA 90805**  
**PHONE: 562-428-8140**

I, Alan Baban, msw, DO HEREBY AGREE TO PROVIDE:

- 1- INDIVIDUAL COUNSELING WEEKLY
- 2- GROUP THERAPY WEEKLY
- 3- TIMELY QUARTERLY REPORTS TO CSWs
- 4- TIMELY APPRAISAL/NEEDS AND SERVICES PLAN
- 5- 30-DAY ADMISSION ASSESSMENT

**SERVICE PROVIDED IN ACCORDANCE WITH AFFIRMATIVE ACTION GROUP  
HOME PROGRAM STATEMENT.**

**I AGREE TO PROVIDE 2 HOUR OF INDIVIDUAL THERAPY PER WEEK PER CHILD  
AND 1 HOUR OF GROUP THERAPY PER WEEK. AFFIRMATIVE ACTION GROUP  
HOME WILL BE BILLED MONTHLY IN THE AMOUNT OF \$ 1200.00 PER MONTH  
AS AGREED UPON.**

**THIS AGREEMENT MAY BE TERMINATED UPON RECEIPT OF WRITTEN  
NOTIFICATION OF INTENT TO TERMINATE BY EITHER PARTY WITH  
30-DAY WRITTEN NOTICE.**

ALAN BABAN  
PRINTED NAME

  
SIGNATURE

1345 W 220<sup>TH</sup> ST  
ADDRESS

602-50-8238  
SOCIAL SECURITY #

TORRANCE, CA 90501  
CITY, STATE & ZIP CODE

323-397-1162  
TELEPHONE #

5-15-06  
DATED

**AS REPRESENTATIVE OF AFFIRMATIVE ACTION GROUP HOME, I HEREBY  
ACCEPT THE TERMS OF THIS CONTRACT FOR SOCIAL WORK SERVICES.**

  
SIGNATURE OF DIRECTOR

5-15-06  
DATED